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Leaders in Youth Exchange Travel and Visa  
services

# SHORT TERM TRAVEL

- Assist with airline arrangements
  - Coordinate flight arrangements with your exchange counterpart, if needed
- Visa Assistance if required
  - Most countries do not require a visa for stays less than 90 days

# REQUIRED INFORMATION FOR SHORT TERM

- COPY OF PASSPORT
- FULL NAME AS IT APPEARS IN YOUR PASSPORT
- DATE OF BIRTH
- DATE OF DEPARTURE
- DEPARTING AND ARRIVAL CITIES
- TELEPHONE, EMAIL ADDRESS AND MAILING ADDRESS

# ITINERARY PROPOSAL FOR SHORT TERM STUDENTS

- PROPOSED ITINERARY WILL BE SENT VIA EMAIL
- REVIEW ITINERARY AND INVOICE PRIOR TO APPROVAL
- DEPARTURE PACKET
  - COPY OF ITINERARY
  - PACKING AND SECURITY INFORMATION
  - BAGGAGE TAGS

# BAGGAGE ALLOWANCES FOR SHORT TERM

- Typical checked baggage allowance is 50 lbs and no larger than 62 linear inches, limited to one bag per passenger.
- Typical Carry-on baggage allowance is 40 lbs and no larger than 45 linear inches plus one personal item, ie purse or small backpack.
- AIRLINES RESERVE THE RIGHT TO CHANGE BAGGAGE FEES AT ANY TIME
- YOU MUST CONTACT THE AIRLINE PRIOR TO DEPARTURE TO ENSURE THE MOST UP DATE BAGGAGE ALLOWANCES

# IMPORTANT TIPS FOR PARENTS AND STUDENTS FOR SHORT TERM

- STUDENTS AND PARENTS SHOULD TAKE COPIES OF:
  - PASSPORT
  - ITINERARY
- AIRLINE CHECK IN REQUIRES AT LEAST 2 HOURS PRIOR TO DEPARTURE FOR INTERNATIONAL TRAVEL
- TSA ALLOWS 3 OUNCES OF LIQUID OR GEL IN A ONE QUART SIZE BAG
- BAGGAGE MAY BE SUBJECT TO INSPECTION BY ANY AIRPORT SECURITY
- WEAR YOUR ROTARY BLAZER WHILE IN ANY AND ALL AIRPORTS

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